

DIVERSITY COUNCIL
JESSIE PARKER BUILDING, 1ST FLOOR, KNUDSEN TRAINING ROOM
June 26, 2008
2:30 PM – 4:30 PM

Agenda Item	Notes
Members Present	Mollie Anderson, Department of Administrative Services (DAS) Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Preston Daniels, Employee and Family Resources, Chair Renee Hardman, Bankers Trust, Co-Chair Shirley Hicks, Iowa School for the Deaf, Retired Robin Jenkins, DAS-HRE Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Walter Reed, Jr., Department of Human Rights (DHR) Jonathan Thorup, Department of Public Safety Miriam Tyson, Iowa Department of Economic Development (IDED) Dinh VanLo, Tai Village, Inc. Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
Member Participating via Conference Call	Reginald Jackson, Wells Fargo Bank, N.A.
Members Absent	Jim Larew, Governor's Office Ralph Rosenberg, Civil Rights Commission
Designee	Deborah Svec-Carstens, Governor's Office, sitting in for Jim Larew
Other Attendees	Judy Akre, DAS-HRE G. Dean Austin, Department of Public Health Cynthia Axne, Department of Management (DOM) Elizabeth Beerman, Attorney General's Office (AG) Mackenzie Breitenstein, AG Cyndi Chen, DHR, Division on the Status of Iowans of Asian and Pacific Islander Heritage Susan Churchill, DAS-HRE, responsible for taking meeting minutes Beverly Couch, IDED Joe Ellis, DAS-HRE Renaldo Ellis, Concerned Citizen Jesus Estrada, DAS-HRE Tomika Greene, DAS-HRE Bethany Hall, Deaf Action Center, Interpreter for Shirley Hicks Teresa Hay McMahon, DOM Mary Ann Hills, DAS-HRE Mollie Ibbotson, DHR Barbara Kroon, DAS-HRE Minnie Mallard, Elder Affairs Heather Palmer, AG Chris Robinson, Department of Natural Resources Michael Savala, Department of Corrections Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks

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	<p>Dawn Stohs, DAS-HRE Bill West, DAS-HRE <i>Others were present who did not sign in.</i></p>
<p>Agenda Items</p>	<ul style="list-style-type: none"> I. Opening Remarks – Renee Hardman II. Review and Approval of Minutes of May 22, 2008 <ul style="list-style-type: none"> A. No corrections or additions. B. Minutes approved. III. Approval for Putting Council Members' E-Mail Address on the Diversity Council Website <ul style="list-style-type: none"> A. The Council approved. B. Members will pass along to DAS-HRE the e-mail addresses that they wish to make public. IV. New Business <ul style="list-style-type: none"> A. Renee Hardman posed the question, "How will state employees know that we have made a difference?" <ul style="list-style-type: none"> 1. Alba Perez suggested creating a spreadsheet to list and Council's recommendations, follow-through by the State, and results. 2. Miriam Tyson stated that the Council will know if it has made a difference if there are fewer complaints. 3. The Council will come to the next meeting with specific ideas on this topic. B. The Council discussed the Diversity Training sessions. <ul style="list-style-type: none"> 1. Prior to this meeting, two sessions had occurred – one for Department Directors and one for Managers and Supervisors. 2. Council Members who attended the training critiqued the sessions. <p><i>Preston Daniels called for a recess at 3:20 p.m. and called the meeting back to order at 3:43 p.m.</i></p> V. Subcommittee Reports <ul style="list-style-type: none"> A. Report to the Governor – The two members of the Subcommittee, Miriam Tyson and Walter Reed, presented a draft of the Report, which is due to the Governor's Office on Monday, July 30. <ul style="list-style-type: none"> 1. The Subcommittee will send a revised draft to the Council electronically on Friday, June 27. 2. A conference call will be scheduled in the morning of July 30 to make any needed changes and approve the final draft; it will then be sent to the Governor's Office. B. State's Hiring Policies and Practices – Nancy Berggren provided a brief update for the Subcommittee. <ul style="list-style-type: none"> 1. DAS-HRE will be meeting with departments soon. 2. Miriam Tyson asked if the Council could look at the Hiring Practices reports; Nancy Berggren will bring them to the next meeting. C. Diversity Training for Entire State Workforce – Steve Wooderson spoke on behalf of the Subcommittee. <ul style="list-style-type: none"> 1. The final report was submitted to the Governor's Office on May 29. 2. The first training session began on June 24 with Department Directors. 3. Training for Managers and Supervisors began on June 25. 4. A meeting will be held with the Subcommittee, DAS, and Rita Rizzo (Diversity Training Facilitator) to address the Council's questions and concerns. D. Diversity Plans – Preston Daniels spoke on behalf of the Subcommittee. <ul style="list-style-type: none"> 1. During the recess, Preston Daniels spoke with Co-Chair Renee Hardman and DAS staff to discuss the Diversity Plan, which is officially called the <i>Affirmative Action/Diversity Plan and Report</i>. 2. Preston Daniels indicated that even though the recruitment and retention portion of the Diversity Plan may have some overlap with the Workforce Plan, the Diversity Plan will proceed as scheduled; the completed Plans

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	<p>are due from departments by July 31.</p> <p>E. Employee Referral System – Steve Wooderson spoke on behalf of the Subcommittee, whose report is due on December 1, 2008.</p> <ol style="list-style-type: none"> 1. The Subcommittee met once via phone. 2. The group is studying whether or not there are any Administrative Rules or Codes that would create a problem with a referral system. 3. The group will meet again via phone to get a strategy for the Council. <p>F. Best Practices – Due to time restraints, Preston Daniels postponed the Subcommittee's report until the next meeting.</p> <p>VI. Determine Meeting Schedule after June 26, 2008</p> <ol style="list-style-type: none"> A. Due to time restraints, Preston Daniels stated that the Council would set its next meeting only and then determine its full schedule at that time. B. The next meeting will be on July 10 from 2:30 p.m. to 4:30 p.m. <p>VII. Public Forum via Iowa Communications Network (ICN) Sites – Due to time restraints, Preston Daniels postponed discussion of this item until the July 10 meeting.</p> <p>VIII. Public Comment</p> <ol style="list-style-type: none"> A. Dean Austin asked if the State has a list of individuals who have been terminated from state government and are now barred from employment in state government and service on boards or commissions; Nancy Berggren replied: <ol style="list-style-type: none"> 1. There is no list barring individuals from boards or commissions. 2. The State does have a list barring individuals from state employment for reasons such as being untruthful in the application process. 3. A person may also be barred from one department only and not all of state government. 4. When a person is barred, he or she is sent a notification letter and given an opportunity to appeal. B. Renaldo Ellis asked how he may get an interview with the State locally, as he has been trying for two years. <ol style="list-style-type: none"> 1. Preston Daniels stated that the Diversity Council is not an investigative body, but it can pass on data to the appropriate person or entity. 2. Nancy Berggren suggested that Mr. Ellis speak to the DAS Employment Counselor, who works with applicants. 3. Robin Jenkins pointed out that the hiring agency – not DAS – conducts interviews. C. Beverly Couch asked why someone was recently promoted at the Iowa Department of Economic Development (IDED), when the position was not posted; Nancy Berggren replied: <ol style="list-style-type: none"> 1. Currently, agencies are only required to post merit-covered positions – not “at-will” positions. 2. This might be an area in which the Council could recommend change. 3. The Council requested creating a spot in the minutes to document issues raised during each meeting. D. Chris Robinson submitted two letters for the Council to review and had one question: Is the Best Practices Subcommittee trying to find best practices for management or employees? <ol style="list-style-type: none"> 1. Renee Hardman stated that the intent is to have employers talk about “strategies that work to promote inclusively and diversity.” 2. Preston Daniels pointed out that this will also benefit employees.
Recap of Issues Raised	<ol style="list-style-type: none"> I. Alba Perez suggested creating a spreadsheet to list and Council's recommendations, follow-through by the State, and results.
Items for Next Meeting	<ol style="list-style-type: none"> I. Determine Meeting Schedule. II. New Business. III. Subcommittee Reports.

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	<p>IV. Discussion on <i>How State Employees will know that the Diversity Council has Made a Difference.</i></p> <p>V. Public Forum via Iowa Communications Network (ICN) Sites.</p> <p>VI. Public Comment.</p>
Next Meeting	<p>The next meeting will be held on Thursday, July 10, 2008, from 2:30 p.m. – 4:30 p.m. <i>in Knudsen Training Room on the first floor of the Jessie Parker Building, 510 East 12th Street, Des Moines, IA.</i></p>
Adjourned	<p>Meeting adjourned at 4:43 p.m.</p>